



Communications Allowance Member's reimbursement form

25 MAY 2007

Comms1
page 1 of 2

When to use
this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in
this form

For details of costs you can claim for please refer to booklet on Communications Allowance.
 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRURO + ST ANTON

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1/5/07 to 24/5/07

Allowance year

07/08

Office use only

Description of service or goods

Amount

Description of service or goods	Amount
Stamps + envelopes	£ 131 : 28 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 131 : 28 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

24/5/07

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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	£
	£

Comments

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Communications Allowance Member's reimbursement form

11 MAY 2007

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Your details

Name in CAPITAL LETTERS MATTHEW TAYLOR ✓
Constituency TRURO + ST AUGUSTINE

Office use only
Costs

Claim details

You can only claim for costs you have actually paid.
Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 4 / 07 to 1 / 5 / 07 Allowance year 07 / 08 ✓

Description of service or goods	Amount
<u>lodging cost on letter to 18 year old</u>	<u>£ 54 : 40 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
Total	£ 54 : 40 p

Office use only
Allow. / Exp. Type (cat5)

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature [Redacted] MP Date 9/5/07

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Validation completed

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£

£

Comments

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Post Office Ltd.

S/a 1str100

1 @ 34.00 34.00

SAS bk 1st x 12

5 @ 4.08 20.40

TOTAL DUE TO POST OFFICE 54.40



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Your details

Name
in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRURO & ST AUGUSTINE

Office use on

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 7 / 07 to 1 / 8 / 07 Allowance year 07 / 08

Office use only

Description of service or goods

Amount

<u>Royal Mail (Tandy drug advert)</u>	<u>£ 1345 : 12 p</u>
<u>Bank charge</u>	<u>£ 15 : 00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Total

£ 1360 : 12 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

|

MP

Date

30 / 7 / 07

Data protection

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Initials / Date

Input subtotals per Cat 5

Validation completed

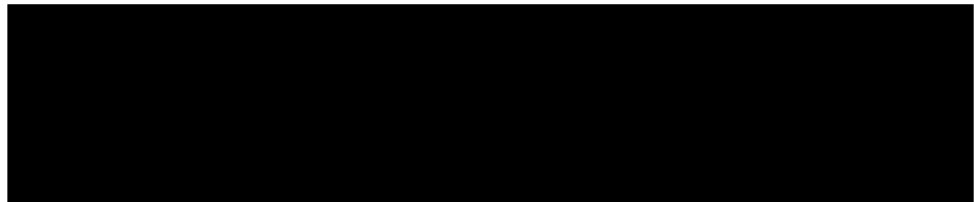
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£ 1360.12
£

Comments

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Invoice number
 Invoice date
19 Jul 2007
 Page
1 of 1

Invoice

To
MATTHEW TAYLOR MP



Account held at
MATTHEW TAYLOR MP



Customer account number



Legal entity number



Terms
30 days

Please pay by
18 Aug 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR 27,735			1,345.12	E
							Total Net	1,345.12
							Total VAT	0.00
							Total	1,345.12

Payment advice

Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your

Total amount due

£1,345.12



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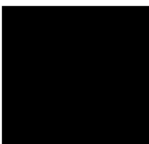
Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

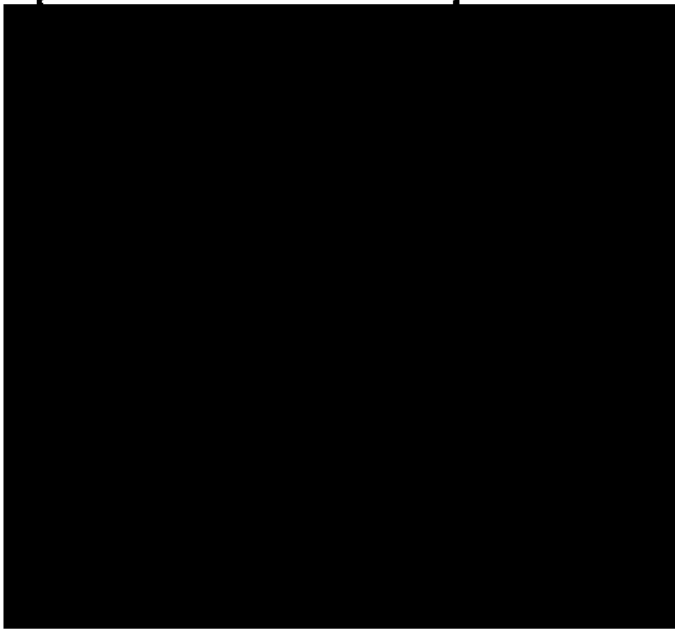
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	£
	£

Comments

PC WORLD

The Computer Superstore



SALE

Accepted: J.B. RUSSELL

(PA 355119) 15/05 4300.00

X 0000480726 @ \$316.00

1 -> CD-ROMS PRE-CAR USERS (11)
0000971324

1 -> ADVENT 5.1 CD-ROMS
0000334382

GYM 300&OFF D.E.WB00 129.99

1 -> 0000102069 @ \$99.99

1 -> MICRUSOFF 1 CD-ROMS ATT 1.00
0000289562

1 -> SYMANTEC NORTON 95 PCV PC
0000900118

DISCO DSGO LIFE 398 NEW 117.00

1 -> 0000088999 @ \$117.00

BUSINESS PC PERFORMANCE 100.00

1 -> 0000088999 @ \$100.00

1 -> 0000088999 @ \$100.00

1 -> 0000088999 @ \$100.00

1 -> 0000088999 @ \$100.00

1 -> 0000088999 @ \$100.00

BUSINESS PC PERFORMANCE 100.00

1 -> 0000088999 @ \$100.00

1 -> 0000088999 @ \$100.00

1 -> 0000088999 @ \$100.00

1 -> 0000088999 @ \$100.00

AMOUNT DUE 1503.00





Communications Allowance
Member's reimbursement form

14 SEP 2007

When to use this form

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About filling in this form

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Your details

Name in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRURO + ST AMEY

Office Use

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices

Period of claim

from 1/8/07 to 1/9/07

Allowance year

07/08

Description of service or goods

Amount

prints of travel agency booklet

£ 1648.12 p

Business anxiety - Farnham Edge

£ 250.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1898.12 p

Allow. / Exp. Type (cat5)

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

13/7/07

Data protection

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Send your completed form toValidation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£

£

Comments

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ONE STOP PRINTERS

INVOICE

VAT REG NO	TAX DATE	INVOICE NO
	22/08/2007	

INVOICE TO

[Redacted]

TERMS	PROJECT

DESCRIPTION	QTY	VAT AMT	AMOUNT
LEAFLETS A4 D/S 50% ON RE-CYCLED PAPER CARRICK	31.5	0.00	953.10
LEAFLETS A4 RESTORMEL	15,500	0.00	695.02

VAT SUMMARY	SUBTOTAL	£1,648.12
	VAT TOTAL	£0.00
	Total	£1,648.12

Phone #	Fax #	E-mail	Web Site

SALES INVOICE

Invoice No. [REDACTED]
Invoice Date 18/07/2007
Customer [REDACTED]



Office of Matthew Taylor MP



Deliver To:

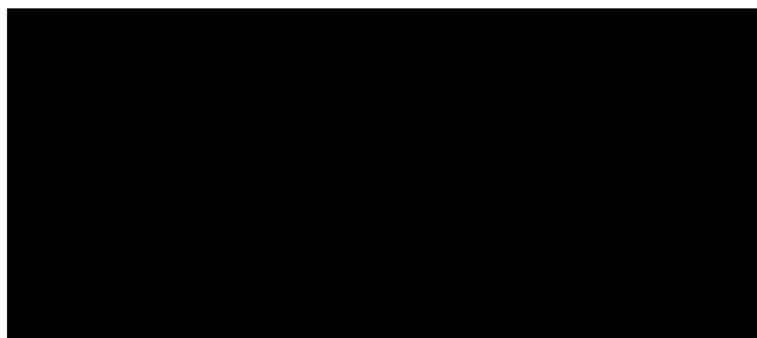


FAO: [REDACTED]

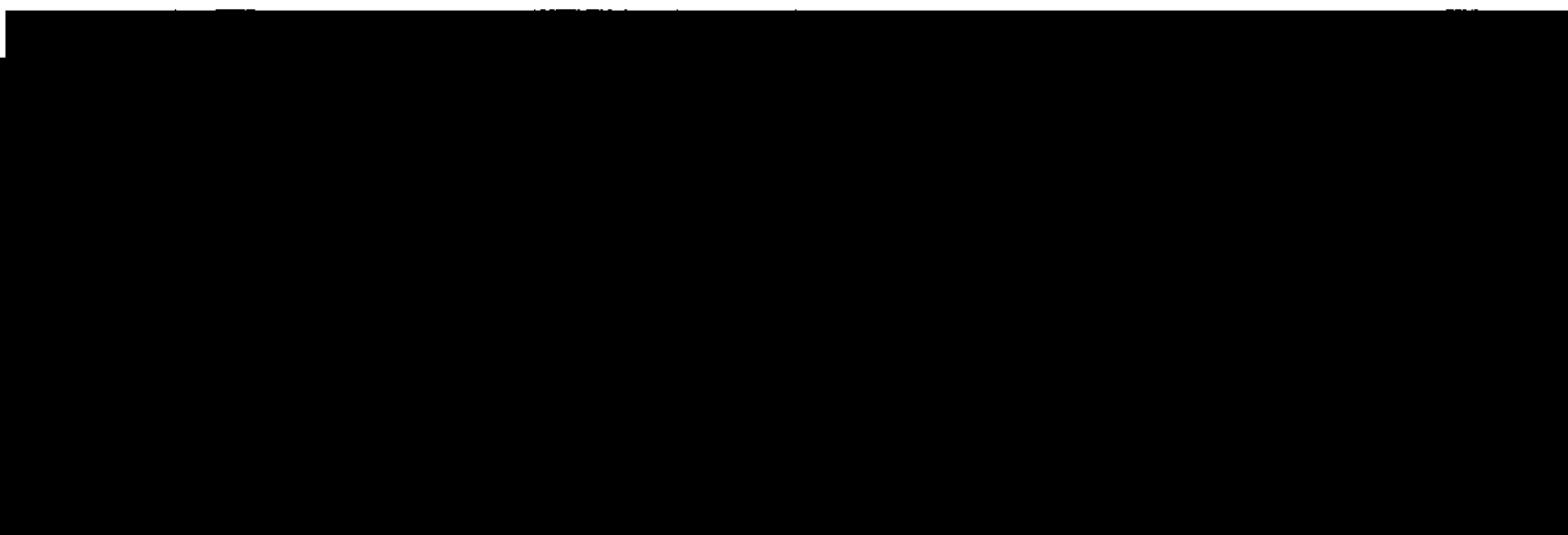
PAYMENT TERMS : 0 DAYS FROM THE INVOICE DATE

YOUR REF.

DESCRIPTION	LINE VALUE	VA
Top 1,418 Businesses [REDACTED]	212.77	1



Code	VA Analysis		VA	Total Goods	Total VA	Total Due
	Goods	Rate				
1	212.77	17.50	37.23	212.77	37.23	250.00





Communications Allowance Member's reimbursement form

22 AUG 2007

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

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Your details

Name
in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRURO + ST AUSTELL

Office use

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1 / 8 / 07 to 21 / 8 / 07

Allowance year

07 / 08

Description of service or goods

Amount

Royal Mail delivery (re surgery)

£ 834.67 p

Postage misc

£ 28.00 p

£ . . . p

£ . . . p

£ . . . p

£ . . . p

£ . . . p

Total

£ 862.67 p

Office use only

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

21 / 8 / 07

Data protection

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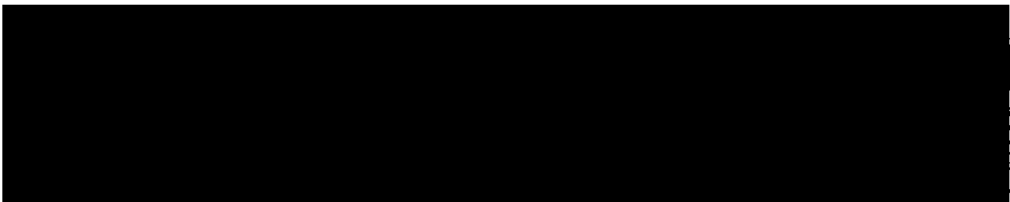
Initials / Date

Input subtotals per Cat 5

Validation completed

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**Comments**



Invoice number
 Invoice date
31 Jul 2007
 Page
 1 of 1

Invoice

To
MATTHEW TAYLOR MP



Account held at
MATTHEW TAYLOR MP



Customer account number



Terms
30 days

Legal entity number



Please pay by
30 Aug 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR 17,210 17210 ITEMS AT 4.850 PENCE			834.67	E
				DOOR TO DOOR 3,954 3954 ITEMS AT 4.850 PENCE			191.76	E
				DOOR TO DOOR 4,464 4464 ITEMS AT 4.850 PENCE			216.50	E

Total Net		1,242.93
Total VAT	E = exempt	0.00
Total		1,242.93





Communications Allowance
Member's reimbursement form

4 - OCT 2007

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About filling in this form For details of costs you can claim for please refer to booklet on Communications Allowance. If you have any doubt about whether you can claim for a cost, please contact the Comms Unit.

Your details

Name in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRURO + ST ANSTEW

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1/8/07 to 1/4/07 Allowance year 07/08

Office use only

Table with 2 columns: Description of service or goods, Amount. Includes entry for POSTAGE £12.50 p and a Total box containing £12.50 p.

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament.

Signature

[Redacted signature]

MP

Date

1/10/07

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only		
	Initials / Date	Input subtotals per Cat 5
Validation completed	<input type="text"/>	<input type="text"/> £
		<input type="text"/> £
Comments 		



Member's reimbursement form

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

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Your details

Name in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRURO + BRANSTON

Office use

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1/12/07 to 27/12/07 Allowance year /

[Redacted]

	Amount
Second class Stamp	£ 74.88 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only
Allow / Exp Type (cat5)

[Redacted]

Total £ 74.88 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

27/12/07

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Office use only

Initials / Date

Input subtotals per Cat 5

Validation
completed

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£ 74.88

£

Comments



Member's reimbursement form

When to use this form

- Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

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Your details

Name in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRENTO & ST ANDREW

Office use only

Costs M

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1/11/07 to 1/12/07

Allowance year

Description of service or goods

Amount

Postage (re admin surgery)

£ 30 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 30 : 00 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

- I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

7/12/07

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only					
	Initials / Date				
Validation completed	<table border="1"><tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr></table>				
	Input subtotals per Cat 5				
	<table border="1"><tr><td style="width: 20px; height: 20px; background-color: black;"></td><td style="width: 150px; height: 20px; text-align: right;">£</td></tr><tr><td style="width: 20px; height: 20px; background-color: black;"></td><td style="width: 150px; height: 20px; text-align: right;">£</td></tr></table>		£		£
	£				
	£				
<p>Comments</p>					



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

[Redacted]

Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 1 / 2 / 08 to 1 / 3 / 08

Allowance year

07 / 08 ✓

Suppliers

Amount

One Stop Purzes (annual updt) £ 1650 : 24 p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

Office use only
Allow / Supp ID / Exp.Type

[Redacted]

Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

1 / 3 / 08

Data protection

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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments

ONE STOP PRINTERS

INVOICE

VAT REG NO	TAX DATE	INVOICE NO
[REDACTED]	21/02/2008 ✓	[REDACTED] ✓

INVOICE TO

[REDACTED]

TERMS	PROJECT
Net 30	

DESCRIPTION	QTY	VAT AMT	AMOUNT
LEAFLETS D/S A3 <i>10 MAR 2008</i>	48,000	0.00	1,650.24

VAT SUMMARY	SUBTOTAL	£1,650.24
	VAT TOTAL	£0.00
	Total	£1,650.24 ✓

Phone #	Fax #	E-mail	Web Site



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance Member's reimbursement form

**When to use
this form**

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

**About filling in
this form**

For details of costs you can claim for please refer to booklet on Communications Allowance. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

TRURO + ST AUSTIN

Office use only

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1 / 2 / 08 to 17 / 2 / 08

Allowance year

08 / 08

Description of service or goods

Amount

<u>Royal Mail postage of annual report</u>	<u>£ 2365.71 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 2365.71 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

17/2/08

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

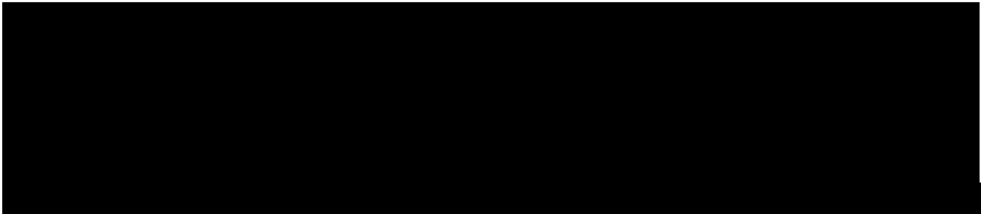
Validation completed

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	£
	£

Comments

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Invoice number
[Redacted]

Invoice date
28 Jan 2008

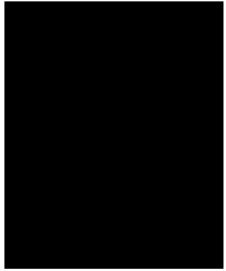
Page
1 of 1



To
MATTHEW TAYLOR MP



Invoice



Account held at
MATTHEW TAYLOR MP



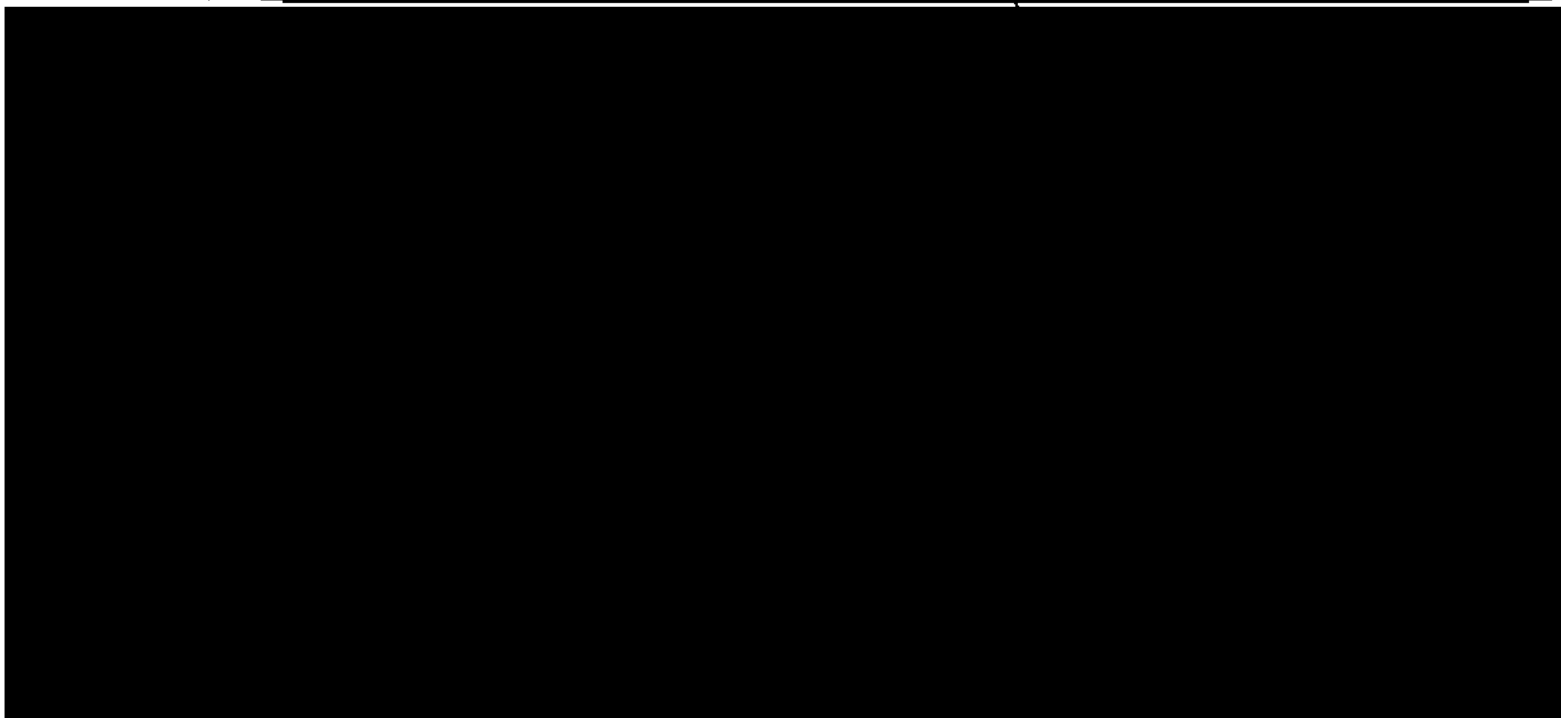
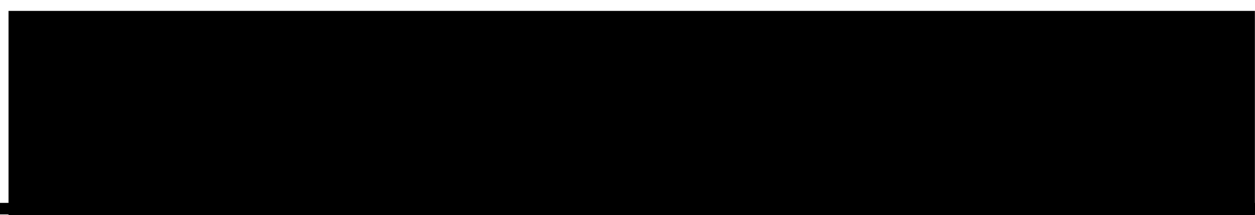
Customer account number
[Redacted]

Legal entity number
[Redacted]

Terms
10 days

Please pay by
07 Feb 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	[Redacted]	[Redacted]	[Redacted]	DOOR TO DOOR				2,365.71	E
				48,778					
				48778 ITEMS AT 4.850 PENCE					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	DOOR TO DOOR				583.68	E
				12,035					
				12035 ITEMS AT 4.850 PENCE					
Total Net								2,949.39	
Total VAT								0.00	E = exempt
Total								2,949.39	





Communications Allowance

Member's reimbursement form

When to use this form Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form For details of costs you can claim for please refer to booklet on Communications Allowance. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MATTHEW PATWELL

Constituency

TRURO + ST AUSTIN

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 2 / 08 to 1 / 3 / 08 Allowance year 07 / 08

Table with 2 columns: Description of service or goods, Amount. Includes entries for Postage and Stationery, and Lodging.

Total £ 227 : 33 p

Office use only

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in...

Signature

MP

Date

1 / 3 / 08

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only						
	Initials / Date	Input subtotals per Cat 5				
Validation completed	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td>£</td></tr><tr><td>£</td></tr></table>	£	£
£						
£						
Comments 						

Ryman

the stationer

WHITE ENVS P/S C5 PK 50 3.99
0502201152

Total 1 Items £3.99
Cash £4.00
Change £0.01



S/a 2ndx100
1 0 24.00 24.00

TOTAL DUE TO POST OFFICE 24.00

FROM CUSTOMER 24.00

Ryman

the stationer

M/PREMIUM ENVS C5 PK 24.95
0203026160 4.99 x 5
SUB TOTAL 24.95

You have saved/earned:
Ryman Envelopes - MULTISAVER -4.99

Total 5 Items £19.96
Cash £20.00
Change £0.04

Ryman

The Stationer



SALES VOUCHER

Customer copy

WHITE ENVS P/S C5 PK 50	3.99
0502201152	
WHITE ENVS P/S C5 PK 50	3.99
0502201152	

Total 2 Items £7.98

S/a 2ndx100		
6 @	24.00	144.00
SAS bk 2nd x 12		
3 @	2.88	8.64
TOTAL DUE TO POST OFFICE		152.64
Cash	FROM CUSTOMER	152.64
BALANCE		0.00

Thank You



Post Office Ltd



Post Label 1PK		
1 @	4.25	4.25
Post Label 1PK		
1 @	2.38	2.38
Post Label 1PK		
1 @	2.38	2.38
Post Label 1PK		
1 @	5.75	5.75
TOTAL DUE TO POST OFFICE		14.76
Visa Debit	FROM CUSTOMER	14.76
BALANCE		0.00

